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HEALTH (1952) DEPARTMENT

MS. SERIES

G.O.Ms.No.1637, Health.

8

Dated 20th May 1952.

DESPATCH ABSTRACT

Establishment -Ministerial Government Headquarters Hospital, Mangalore
Employment of an additional Lower division clerk Sanctioned

Medical Department.

From

Dr.P. Arunachalam, MD., MRCP., TDD(Wales).. DMR(Lond)
Director of Medical Services, Madras 6.

To

The Secretary to Government, Health Department, Madras.

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Ref.No.128465-1-D.3/51. Dated: 3rd April 1952.

15595

ASSISTANT SECRETARY 8-APR 1952 HEALTH DEPARTMENT

Sir

Sub: Establishment - Government Headquarters Hospital, Mangalore - Additional Ministerial Staff - Sanction.

I forward herewith a copy of letter No.5532/51 dated 15-12-1951 received from the District Medical Officer, South Kanara requesting for the employment of four additional clerks for the Government Headquarters Hospital, Mangalore to cope with the increase of work in the hospital. The present sanctioned strength of Ministerial staff of the amalgamated office of the District Medical Officer and the Superintendent, Headquarters Hospital, Mangalore is one Upper Division Clerk and 4 Lower Division Clerks. The present bed strength of the Headquarters Hospital is 116 and according to the ratio of one clerk for every 30 beds, the hospital alone is entitled to have four clerks. The District Medical Officer states that though the bed strength of the hospital is 116, the average number of in-patients is actually 190. Apart from the office work relating to the Headquarters Hospital, the work relating to the District administration is also being carried on by the existing clerical staff, and the District Medical Officer's office alone should have at least three clerks. The District Medical Officer has stated that consequent on the shifting of the District Medical Officer's office to another place outside the compound of the Headquarters Hospital, the difficulty has increased and that the office work has fallen in arrears. Accordingly the District Medical Officer has submitted proposals for the employment of additional staff in the amalgamated office of the District Medical Officer as shown below:--

A

Designation of staff proposed.	Existing	Additional.
1. Headclerk in the Upper Divisdon	One	
2. Two clerks for accounts section		
3. Two clerks for establishment"		
4. One clerk-typist		
5. One diet clerk	Four	Four.
6. One clerk for registration, records, forms & stationery.		
7. One despatch clerk.		

In this connection, I forward herewith a statement showing the sanctioned strength of ministerial staff employed in some of the mofussil medical institutions similar to Headquarters Hospital, Mangalore. There is justification for the employment of atleast two additional Lower Division Clerks for the Headquarters Hospital, Mangalore and I request that Government will be pleased to accord sanction for the employment of the minimum additional staff of 2 Lower Division Clerks.

B

P.T.O.

The extra expenditure involved in the proposal is furnished in the annexure

Yours faithfully,

for Director of Medical Services. 7.4

4/5/14

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A N N E X U R E.

	Immediate cost.	Ultimate cost.
Lower Division Clerks Pay Rs.45--90 (2)	- 45 x 11 x 2 = 990.	67½ x 12 x 2 = 1,620.
Dearness Allowance	- 22 x 11 x 2 = 484.	24 x 12 x 2 = 576.
House Rent "	- 7 x 11 x 2 = 154.	7 x 12 x 2 = 168.
	Rs. 1,628	Rs 2,364.

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Copy of letter No.Roc.5532/51 dated 18-12-1951 received from the District Medical Officer, South Kanara, Mangalore.

Sub: Proposals for additional staff - Madras Ministerial Service - Submitted.
Ref: 1. This office Roc.No.1456/C2/51 dated 16-7-51.
2. Roc.2305/49 dated 5-10-1949.

.Proposals for increase of staff were submitted in the above cited references but Sanction does not seem to be forthcoming yet. The work on the other hand both in the Hospital and the Office(District Medical Office) has increased enormously. As an instance in point, the duties assigned to the Accounts Clerk are as given below:

Pay Bills of Hospital Establishment.
-do- Gazetted Officers.
-do- District Medical Office.
Contingent Bills
Verifying bills of Local Fund Dispensaries.
-do- Rural Dispensaries.
Hospital Bills.
Travelling Allowance Bills.
Maintenance of Permanent Advance.
Dash accounts.
Correspondence relating to Establishment of Headquarters Hospital and Mofussil hospitals..
Aminidive - entire administration(Medical) including bills.
Lending Library.
Leprosy prevention scheme - Shirwa and Kumbla.
Budget.
Extracts from the D.O.R.
Receipts.

He finds it difficult and with arrears handed to him by his predecessor are being carrying forward.

The increase in work is of various nature
One clerk has to be deputed solely for attending to issue of Factory certificates which are easily about 500 a month, assisting Inspection of Chemists and Druggists shops.

Firka development and Post-war schemes attending to receipt and despatch of parcels etc. both to the Headquarters and Muffasil Hospitals as most of them are far away from the Railway Station, Mangalore.

There is no efficient clerk in the Muffasil hospitals except in Government Hospital, Udipi and therefore a more careful scrutiny and watching is required. The Hospital alone is entitled to 4 clerks according to the scale of 1 for every 30 beds though the average number of In-patients is actually about 190. Correspondingly the District Medical Officer should have 5, thus making a total of 9. Even as a combined institution while the District Medical Office was in the hospital compound, work was falling into arrears, reply emanating from this office only after four or five reminders. But now with the shifting of the office, has aggravated the difficulty

I think the following is the minimum staff that will be required urgently:-

1. Head clerk(Upper Division Clerk).
2. For Accounts Branch, two clerks, preferably one Upper Division Clerk
3. Establishment - Two clerks - Lower Division.
4. Clerk Typist.
5. Diet clerk
6. Clerk for Registration of tappals, maintenance of records, stationery and forms.
7. Despatch and clearing of parcels to Muffasal Hospitals etc

The extra cost that will be involved to Government by increa

p.t.o.

increasing the existing staff to the above standard will be as follows

	Pay.	Allowances.
4 lower division clerks (Additional staff required)	--Rs.3240/-	Rs.1488/-.

(True copy)

for Director of Medical Services.

COMPARATIVE STATEMENT

Name of the Office & bed-strength of the medical institution.	Upper Division Clerks on the scale of Rs. 80 - 110		Lower Division Clerks.
Amalgamated office of District MedicalOfficer, South Kanara. (116)	1		4 (since abolished).
Amalgamated office of District Medical Officer, Kurnool. (120)	1	--	4
Amalgamated office of District Medical Officer, Cuddapah. (101)	1	--	3
Amalgamated Office of District Medical Officer, Anantapur (100)	1	--	3
District Medical Office, Krishna (172)	1	--	4
District Medical Office Chingleput (100)	1	--	5
District Medical Office. South Arcot (140)	1	--	5
District Medical Office Bellary (152)	1	--	5.

rb.4/4.

5 Health

Crc 1559S/52. Sub Establishment Ministerial Govt Headquarters Hospital, Mangalore – Employment of an addl 2 D. Clerk – Sanctioned

5927/20.5

P/E/P Ref: From the DMS Ref No 128465-1E3/51 dt 3.4.52

Order 1637 Health dt 20/5/52
MS

Sanction is accorded to the employment of an addl. L.D Clerk on the usual scale of pay and allowances in the Govt Headquarters Hospital, Mangalore, for a period of one year from the date of appointment.

2 The expenditure should be debited to the relevant subheads under "38. Medical

To
The DMS
The AG Thro' Fin
2 Spcs.
AP 21/5

12/4/52
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12.4.52

VR
14/4/52

Note: According to the scale of one clerk for every 30 beds, the hospital is eligible for a ministerial staff of 6 against 5 clerks now employed with reference to the daily average attendance of 190 It is not usual to sanction any separate clerks for district administration work. Only one addl L.D. Clerk may be sanctioned against this demand. The draft order above is for approval. Fin may see for acceptance.

C.F

28294 Estt
AP 1.52

~~Prior to circulation~~

12/4/52
mm
12.4.52

VR
14/4/52

Fin

M.No. 15595H/52-1
14.4.52

2 b

Finance (E.III) Department.

Please see the letter from the Director of Medical Services on pages 1-4 c.r. He has requested that sanction may be accorded for the employment of two additional Lower Division Clerks in the Headquarters Hospital, Mangalore to cope up with the increase of work for the reasons vide portion 'A' on page 1 c.f.

The bed strength of the hospital is 116 and one upper division Head Clerk and 4 lower division clerks are at present attending to the work. The Director of Medical Services has stated that though the bed strength of the hospital is 116, the average number of in-patients is 190. According to the ratio of one clerk for every 30 beds, the hospital is entitled to have six clerks against the existing five clerks for the in-patients strength of 190. Health have proposed the employment of one additional lower division clerk. The extra cost is Rs.1182/- per annum.

No information regarding the number of currents dealt by the clerks has been furnished by the D.M.S. The employment of an additional clerk is justifiable, only when the number of currents dealt by each clerk exceeds 10 per day. Health may, therefore, be requested to get information from the Director of Medical Services, the number of currents dealt by the clerks in the Government Headquarters Hospitals, Mangalore, for the past ~~years~~ three years.

Health

Health Dept (Hs)

With reference to Fin. note above, it is submitted that the practice hitherto has been to fix the strength of the clerical staff of hospitals with reference to the daily average attendance of in-patients, but never with reference to the number of currents disposed of in the hospital. Attention is in this connection solicited to the note for the Cabinet ... for 25.2.52 in Govt. No. 45535/PH 3/27149 which gives in detail the multifarious duties performed by the clerks in the D.M.S. Offices. It will be seen therefrom that apart from regular correspondence work, the clerical staff has to attend to miscellaneous items of work such as verification

ASSISTANT SECRETARY 18238 25 APR 1952 HEALTH DEPT.

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of Stores etc. which cannot be compared in terms of currents. It will be observed from columns 22-26 of the Statements on pp. 13-15 of Go No. 4435 PHS dt 27.12.49 that if the number of currents alone were taken into account, not one of the hospitals will be eligible for the clerical staff sanctioned for them. Fin. may be requested to reconsider the case and agree to the employment of the addl. l.d. clerk proposed in this case.

Mr 25.5.52.

Besides correspondence work, the clerical staff has to maintain travel registers, fill in the various forms and to attend to various miscellaneous duties. The existing system of allowing clerical staff with reference to bed strength (one clerk for 30 beds) may be allowed to continue. No reference to the DRCs as suggested by Fin in para 2 ante seems necessary. Fin may see again.

[illegible] 8/5/52

SRCK 5352

8/5/52

From

Finance (Cell) Dept.

Health Dept. 15595/Hos2 5/5/52

(Revised Finance note on p. 2 above)

Please see the further note of Health on pp. 2-3 above.

In the circumstances stated there Finance may agree to the proposal of Health to sanction the employment of an additional l.d. clerk for a period of one year in the Government Head Quarters Hospital Bangalore

X Draft at p' above

ADDITIONAL DEPUTY SECRETARY 3880 5 MAY 1952 Cell FINANCE DEPARTMENT

Dy 4338 Cell Poly MK 11/5/52

For [illegible] 8/5/52 Health

Health Dept

13/5/52

ASSISTANT SECRETARY 2 L-B 14 MAY 1952 HEALTH DEPARTMENT

Against two l.d. clerks agreed for by the DRCs for the Govt. Hosp. Head quarters Hospital, Mangalore it is proposed to sanction one addl. clerk. Fin. have agreed to the proposal. The draft on p. 1 ante may issue after

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after approval of the proposal by H.R.(H)

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16.5.52

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17/5/52

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D R Kanwar
17.5.52

H.M (H) agreed 19/5